

Answer to Complaint

This process shows the steps and screens required for an attorney to electronically file the answer to a complaint in an adversary case.

- STEP 1** Click on the Adversary hyperlink on the CM/ECF Main Menu Bar. (See Figure 1.)

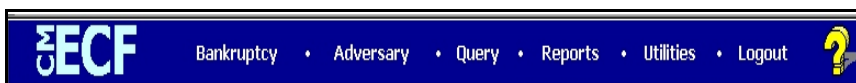


Figure 1

- STEP 2** The **ADVERSARY EVENTS** screen displays. (See Figure 2.)

- ◆ Click on the Answers hyperlink.

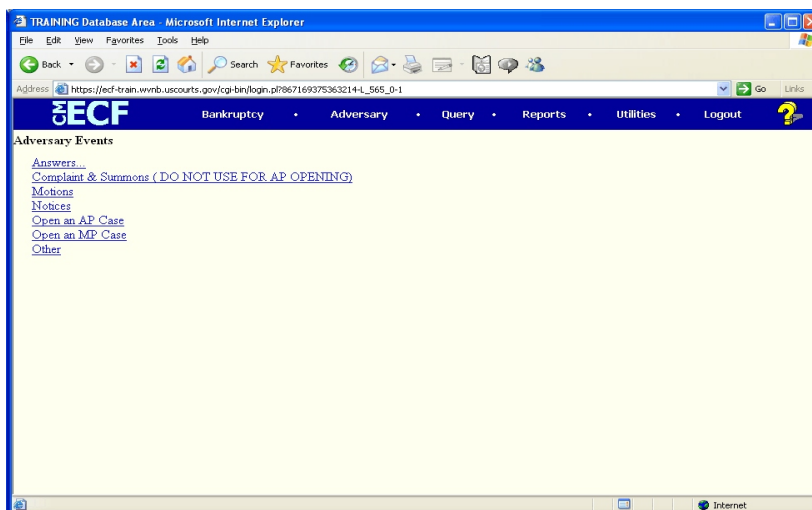


Figure 2

- STEP 3** The next screen lists two menu selections for Answers. (See Figure 3.)

Motions/Applications, refers to documents filed in response to a motion or application, such as an objection, reply or response.

Complaint, 3rd, cross, counter refers to documents which are answers to a complaint, third-party complaint, cross-claim, or counterclaim.

- ◆ We are docketing the answer to the original complaint, so click on Complaint, 3rd, cross, counter.

NOTE: Third-party complaint, cross-claim, and counterclaims are covered later in Step 12.

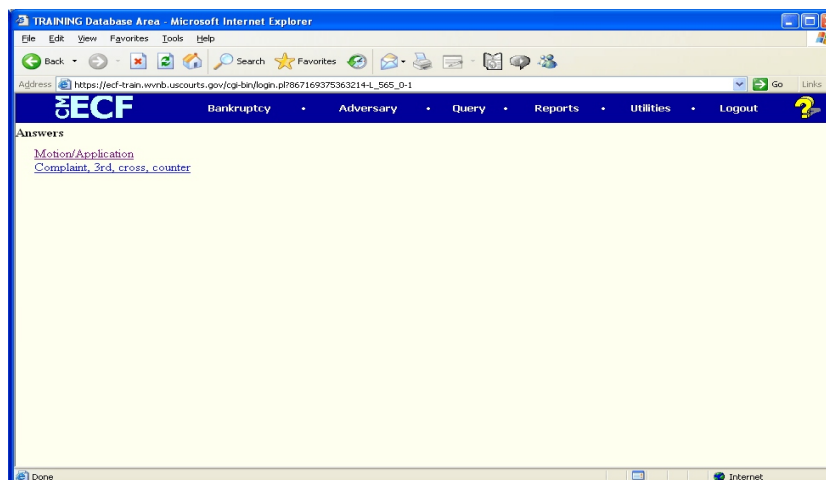


Figure 3

STEP 4 The **CASE NUMBER** screen displays (See Figure 4). The system will display the number of the last case you accessed in this session.

- ◆ If this is **not** the case in which you are filing an answer, delete this case number and enter the correct case number using yy-nnnnn format.
- ◆ Click **[Next]** to continue.

The screenshot shows a web browser window titled "TRAINING Database Area - Microsoft Internet Explorer". The address bar shows the URL "https://ecf-train.wvmb.uscourts.gov/cgi-bin/login.pl?867169375363214-L_565_0-1". The page has a blue header with the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main content area is titled "Answer a Complaint" and contains a form with a "Case Number" label and a text input field. The input field has a dropdown menu open, showing the text "99-12345, 1-99-bk-12345 or 1-99-bk-12345". Below the input field are "Next" and "Clear" buttons.

Figure 4

STEP 5 This screen may appear if there is more than one case matching the number entered. (See Figure 5.)

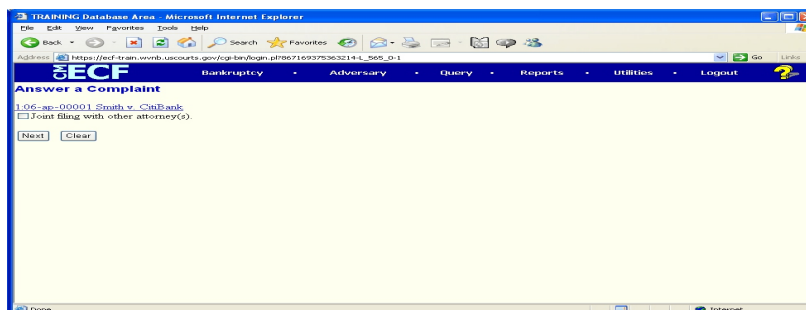
- ◆ Select the appropriate case.
- ◆ Click **[Next]** to continue.

The screenshot shows the same web browser window as Figure 4. The main content area now displays the message: "There is more than one case that matches the number entered; select the appropriate case below." Below this message are two radio button options:
☒ 1-06-ap-1 - Smith v. ChnBank
☐ 5-06-bk-1 - Chris Daniel
Below the options are "Next" and "Clear" buttons.

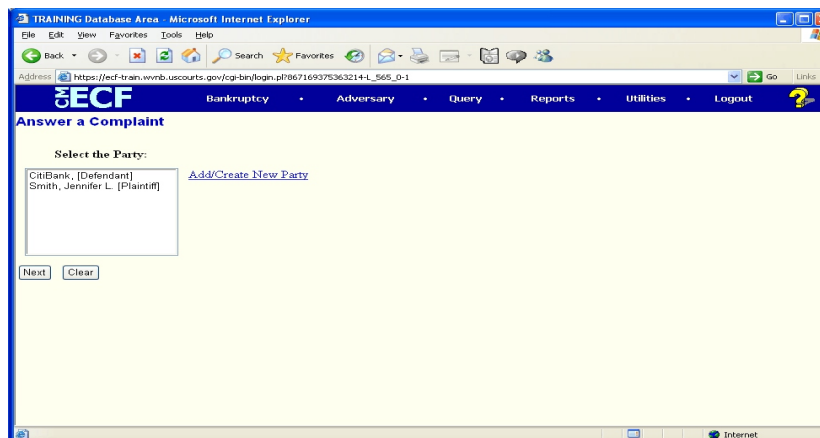
Figure 5

STEP 6 The **Joint Filing** screen appears. (See Figure 6.)

- ◆ If you are filing this answer jointly with another attorney, click in the check box to indicate that. This will enable you to select the other attorney(s) later in this event.
- ◆ If this is **not** a joint filing, no further action is necessary.
- ◆ Click **[Next]** to continue.

**Figure 6****STEP 7** The **SELECT PARTY** screen appears and displays all of the parties currently in the case. (See Figure 7.)

- ◆ Click on the defendant(s) for whom this answer is being filed, then click **[Next]**.

**Figure 7**

STEP 8 The **PARTY/ATTORNEY ASSOCIATION** screen displays. (See Figure 8.)

- ◆ Although you have selected the party whom you are representing, the system doesn't automatically make that association. Therefore, you must click in the check box to create this link.
- ◆ Click **[Next]** to continue.

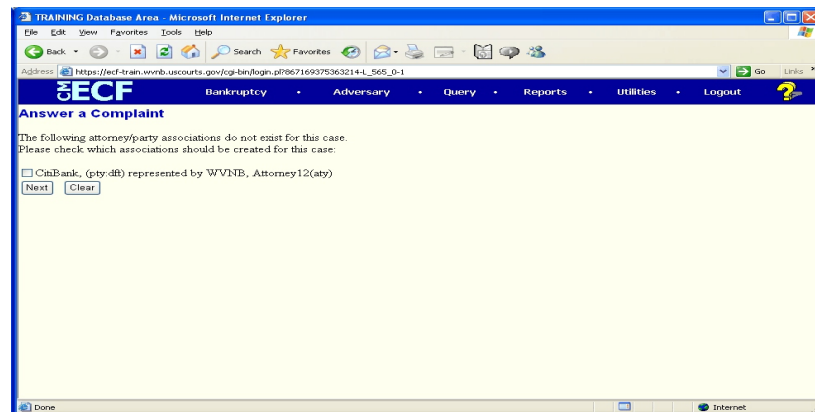


Figure 8

STEP 9 The Complaint screen displays next. (See Figure 9.)

- ◆ This screen shows the complaint (and possibly other related events) in the case. It allows you to link the answer to the complaint. Click in the check box to link the appropriate complaint.
- ◆ Click **[Next]** to continue.

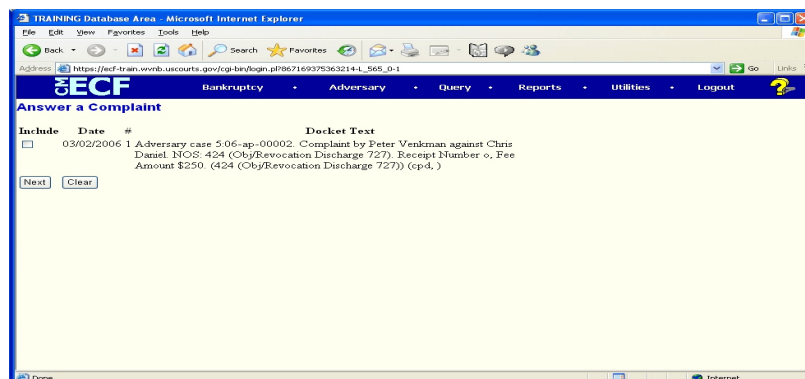


Figure 9

STEP 10 The **PDF DOCUMENT** screen will then be presented.
(See Figure 10.)

- ◆ To associate the imaged document with this entry:
 - Click **[Browse]**. In the **File Upload** window change **Files of type:** to **All Files (*.*)** Navigate to the directory where the appropriate PDF file is located and select it with your mouse.
 - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**.
 - This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
 - Close or minimize the Adobe application and if that is the correct file, click Open on the File Upload dialogue box.
 - The system will enter the path and name of the PDF document selected into the Filename field.
 - Click **[Next]**.

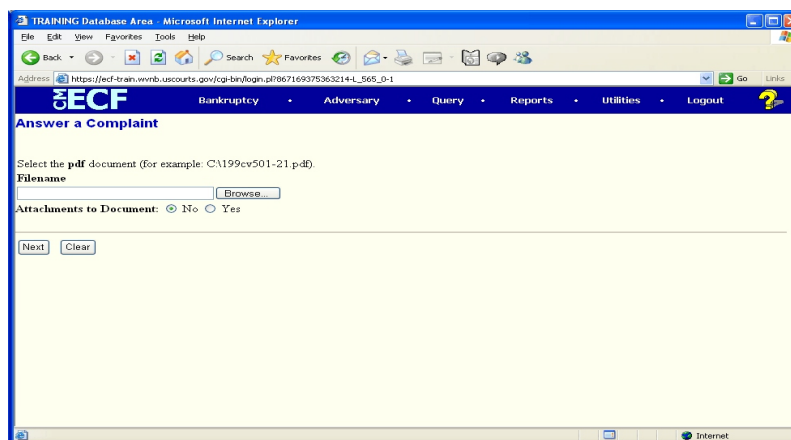


Figure 10

STEP 11 Enter **y** or **n** after ***With Certificate of Service?***

- ◆ Click **[Next]** to continue.

STEP 12 The next screen provides secondary complaints to be addressed. (See Figure 12.) This screen provides the option of combining the answer with another claim.

- ◆ Indicate whether this answer includes a third-party complaint, a cross-claim, and/or a counterclaim by checking the appropriate box(es), then click **[Next]** to continue.
- ◆ If this answer contains no other claims, leave the check boxes unchecked and click **[Next]** to continue.

NOTE: If you check one of the check boxes, the system will lead you through entering the information regarding the new claimant.

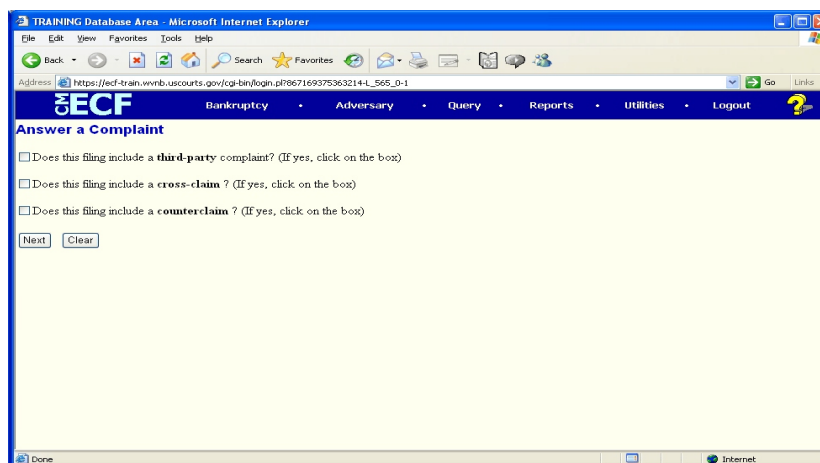


Figure 12

STEP 13 The **FINAL TEXT EDITING** screen displays. (See Figure 13.)

- ◆ Verify the accuracy of the docket text. This is what will print on the docket sheet. If the docket text has an error, click the browser's **[Back]** button at the top of the screen one or more times to access the screen on which the error was made, and correct the error.
- ◆ To abort or restart the transaction, click on the **Adversary** hyperlink on the **CM/ECF Main Menu Bar**. Although this can be done at any time, this is your last opportunity to change the event.
- ◆ If appropriate, select a prefix from the drop-down box and/or add text to the entry. Any text added here will appear in italics on the docket sheet.

- ◆ When the docket text is correct, click **[Next]** to continue.

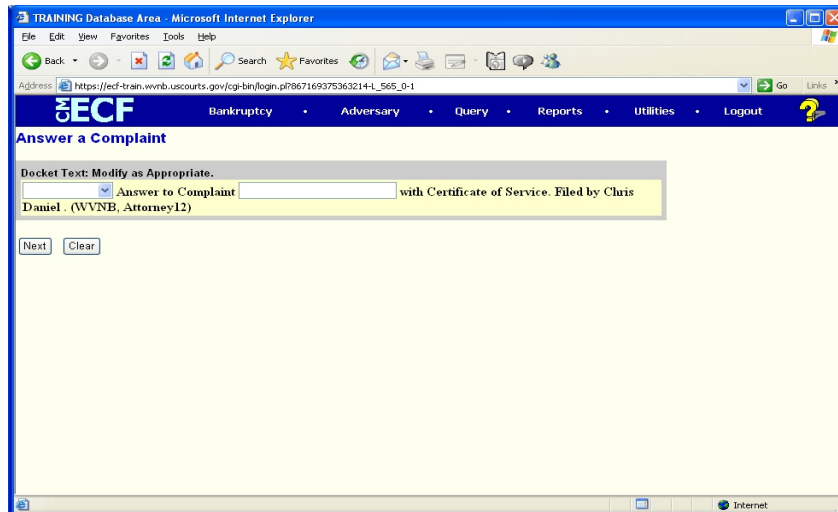


Figure 13

STEP 14 The **FINAL DOCKET TEXT** screen displays. (See Figure 14.)

- ◆ Read the **Attention!!** message.
- ◆ If you are ready to submit this transaction click **[Next]**.

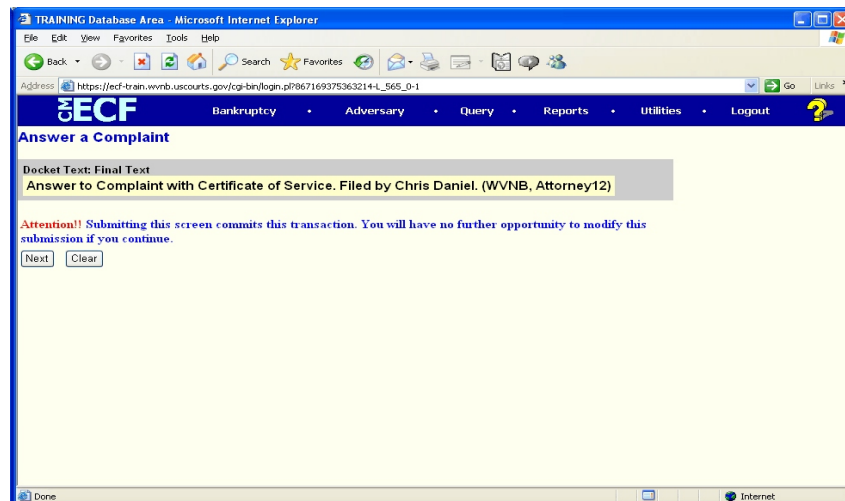


Figure 14

STEP 15 The **NOTICE OF ELECTRONIC FILING** screen displays.
(See Figure 15.)

- ◆ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the answer has been submitted by the defendant(s).
- ◆ Clicking on the case number hyperlink, [5:06-ap-00002](#) (the case number may also appear as YY-NNNN as in [06-5002](#)) will display the PACER login screen. After logging into PACER, the docket report screen will appear.
- ◆ Clicking on the document number hyperlink will display the PACER login screen. After logging into PACER, the PDF document will appear.
- ◆ To print a copy of this notice, click the browser **[Print]** icon or button.
- ◆ To save a copy of this receipt, click **File** on the browser menu bar and select **Save Frame As**.

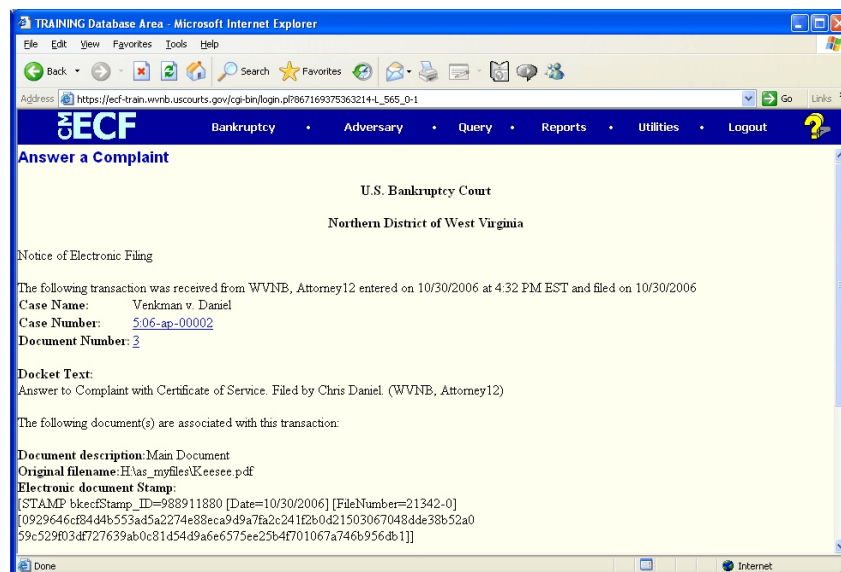


Figure 15